

File
Person History

C-O-N-F-I-D-E-N-T-I-A-L

30 January 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20-510-3

SUBJECT: Recruitment Codes

1-58

1. GENERAL

Recruitment Codes (RC) are a means of identifying recruitment sources of new personnel in order to provide data for productivity studies of recruitment sources and for determining recruitment costs. The following procedure is established to provide for accurate and uniform coding of this information.

2. RESPONSIBILITIES

- a. The Chief, Records and Services Division, (RSD) is responsible for recording recruitment codes on appropriate records as indicated in this instruction.
- b. The Chief, Personnel Procurement Division, (PPD) is responsible for establishing a list of recruitment codes and will make such changes in the code list as are required from time to time. This list will be made available to the Chief, RSD, for use in the Transactions and Records Branch as indicated in the following procedure.

3. PROCEDURE

When the recruitment code has been determined by the appointment clerk, it will be entered in the appropriate space on Form 37-104, Request for Security Clearance.

4. CRITERIA FOR ASSIGNING RECRUITMENT CODE

The primary requirement for determination and assignment of the Recruitment Code (RC) is a thorough review of all the material contained in the Applicant Folder, including interview reports, correspondence, routing sheets, memoranda, Personal History Statements, etc. Generally, the most recent material in a Folder indicating PPD contact with the individual (such as interviews, memoranda, etc.) will determine the proper RC for the case. Since it is the purpose of this procedure to produce statistics which will assist in indicating the cost of active recruitment of personnel, particular attention should be given to ascertaining whether or not staff members of the Personnel Procurement Division have been instrumental in recruiting or processing the applicant. If so, the RC should reflect this activity.

DOCUMENT NO. _____

NO CHANGE IN CLASS

RECLASSIFIED

CLASS CHANGED TO: TS S 0

2011 C-O-N-F-I-D-E-N-T-I-A-L

NEXT REVIEW DATE

AUTH: RR 10-2

DATE 1 JUN 1981

REVIEWER:

C-O-N-F-I-D-E-N-T-I-A-L

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- a. Interview Reports furnish a primary indication of the appropriate RC. Generally, an Interview Report by a Recruiter will determine the RC.
- b. Correspondence which indicates that active recruitment effort has been effected may determine the RC.
- c. The Personal History Statement should be checked to determine whether the name of a recruitment officer or other interviewer is stamped or written on the bottom of the first page if no Report of Interview or other data establishes the RC.
- d. Other memoranda, letters, notes, etc., may establish the RC if it is not clearly indicated that a Recruiter or other interviewer was instrumental in developing the application.
- e. Particular caution should be observed in order to recognize those cases which have been rejected and reactivated. In such cases, evidences of interviews or contacts with the applicant resulting in reactivation of the case should normally govern assignment of a RC.

5. REPORTS

- a. The Statistical Reporting Branch, RSD, will furnish PPD recurring rosters of security initiations, cancellations of security initiations and EOD's by RC for use by PPD in developing appropriate recruitment costs as required by the Director of Personnel.
- b. Special report needs by PPD involving mechanical records will be requested through RSD.

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Gordon M. Stewart
Director of Personnel

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